

Position Opening

JUVENILE CASEWORKER

The 46th Circuit Court – Crawford County Family Division has an opening for a Juvenile Caseworker. General duties involve case service planning, probation supervision, and treatment services for juveniles within the jurisdiction of the Family Court. Current four year hourly wage scale is \$15.09 to \$18.44 with benefits. Requires Bachelor Degree in social sciences, criminal justice, or related human services field. Experience working with adolescents and/or teens preferred. The successful applicant must complete the Michigan Judicial Institute certification training for juvenile court staff within two years after date of hire. Applicants please send resume to: Julie A. McDonald, Court Administrator, 200 West Michigan Ave., Grayling, Michigan 49738; or via email at jmcdonald@crowfordco.org by June 17, 2014.

**46th CIRCUIT COURT
CRAWFORD COUNTY FAMILY DIVISION**

JOB DESCRIPTION

JOB TITLE: Juvenile Caseworker
REPORTS TO: Family Division Manager/Referee

SUMMARY

Investigates assigned juvenile delinquency cases and recommends appropriate disposition, supervises assigned probationers, maintains case documentation and performs other functions related to case supervision.

PRINCIPAL DUTIES AND RESPONSIBILITIES

*(An * denotes duties or responsibilities judged to be "essential job functions" in terms of the Americans with Disabilities Act or ADA).*

- Interviews law enforcement officers, clients, victims, school officials, client's family, agencies involved with clients, and other pertinent parties. Reviews incident reports and police records, assesses home environment, and obtains other relevant information necessary for a dispositional recommendation.*
- Assesses information obtained during investigations and recommends the most appropriate disposition, including placement, treatment plans and other relevant terms and conditions.*
- Meets regularly with assigned probationers to discuss and monitor compliance with terms and conditions of probation. Obtains, reviews and discusses attendance records, treatment status/progress reports with school officials, treatment agencies and others involved with probationers.*
- Advises youths and their families about basic employment, family relationship, and educational issues. Makes referrals to outside agencies for counseling and treatment as necessary.*
- Responds to crisis and emergency intake situations and determines the most appropriate reaction in accordance with case history and court policies and procedures.*
- Consults with child care facility staff, treatment agency staff and others regarding the status, needs and progress of assigned youths. Participates in development and modification of treatment plans.*

Juvenile Caseworker (continued)

- Appears and testifies in court regarding case investigations and recommendations.*
- Prepare progress reports on juveniles for court hearings.*
- Documents interaction with probationers, probationers' families and others involved with probationers, including telephone calls, visitation, and other relevant contacts during case supervision. Establishes and maintains personal files for each case.*
- Meets with youths in violation of court ordered terms and conditions of probation and attempts to obtain voluntary compliance. Initiates the issuance of show cause notices and bench warrants for violations of terms and conditions of probation.*
- Interviews prospective adoptive parents, assesses home environment and prepares reports of findings for adoption proceedings.*
- Participates in the development and monitoring of programs designed to assist juveniles and families. Assigns youths to programs and monitors attendance and progress.*
- May transport juveniles to locations such as detention facilities, community service sites, evaluations, and counseling.
- Conducts random alcohol and drug testing in accordance with established court policy. Submits tests to designated laboratories for results verification.
- May assist in all Court Divisions when necessary to meet the needs of the court.
- Performs other duties as assigned by the Chief Judge, Family Court Judge or Court Administrator.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

QUALIFICATIONS

- Education:** Bachelor's degree in social sciences or a related human services field.
- Experience:** Three to six months of prior experience (including internships and on-the-job training) in counseling, mental health, correctional, substance abuse agency or related area preferred.

Juvenile Caseworker (continued)

Core Competencies: Position requires the ability to work independently, be adaptable and detail oriented, comprehend and apply statutes and court rules, multi-task and be adept at operating all automated systems to assist the court in managing information. Must possess strong problem solving abilities, decisiveness, a strong work ethic, math skills particular to the position as well as organizational, excellent written and verbal communication, time management and conflict resolution skills.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

CERTIFICATION OR LICENSURE

Valid Michigan driver's license.

Date Approved: 05/15/98
Revised: 02/29/09
Revised: 03/22/12